



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, Ray Barracks
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #6, Financial Stewardship

1. Purpose. Define controls regarding Unit Expenditures
2. General. On occasion, we must operate within a resource-constrained environment which means controls on expenditures must be established and enforced. Single stock funds require even closer scrutiny of requisitions. Battalions will conduct operations within budgetary guidance provided each quarter. This requires adherence to strict financial controls by leaders of this Brigade.
3. Control of Expenditures. The following procedures apply to the Central Region unless the Brigade is conducting an operational deployment.
 - a. Company Executive Officers will review all requisitions for both Class II and Class IX generated by unit supply rooms and ULLS clerks BEFORE purchasing. Company Commanders will review and sign all expenditures over \$500. Units will only purchase Class IX repair parts once a maintenance team chief has verified that parts requested are required and accurately listed. Units will order repair parts to maintain 10/20 standards unless directed by the Brigade Commander.
 - b. Units will execute SSSC and Government Purchase Card (GPC) purchases for mission essential items only. The Battalion Commander will approve all purchases over \$500.
 - c. Units will execute Class II and Class IV purchases for mission essential items only. Purchases for durable and non-expendable hand tools will be supported by a relief document or shortage annex. Battalion Commanders or XO may approve exceptions to this policy.
 - d. All Purchase Request and Commitment (PR&Cs) forms will be approved by the Brigade Executive Officer or Brigade Commander prior to submission to 1st Armored Division.
4. The Brigade Commander may institute more stringent controls when budgetary constraints dictate.
5. Point of contact for this headquarters is the Brigade Resource Manager in the Brigade S4 section, DSN: 324-3833.

READY FIRST!

//s//
SEAN B. MacFARLAND
COL, AR
Commanding

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